

Procedures
Tremont Oral History Project
Professors Ashyk, Humphrey, and Tebeau
Spring 2003

Checklist

Advance

- Schedule interview—allot approximately three hours for travel time, prep time, one hour for interview, post-interview time, equipment pick-up and drop-off.
- On the phone identify yourself—give your name, affiliation with CSU, and state that you are doing this as part of the Tremont Oral History Project; also give a phone number where you can be reached.
- Ask the interview subject some basic information—how do I spell your name? How did you come to be involved in the project? Etc. ...
- Schedule a microphone and tape recorder to use on the calendars in front of Rhodes Tower 1906.

Interview Day

- Pick up the tape recorder and microphone
- Open the bag—is the equipment present? Batteries? Tapes?
- Report any problems immediately to Professors Ashyk, Humphrey, Tebeau, or to a departmental administrator. Is the equipment not in working order? Are there no tapes? Has the equipment NOT been returned?

Equipment Checklist

- Are the batteries functional—check the level on the machine?
- If appropriate, does the microphone case have two batteries? Is the battery inserted properly?
- Is the microphone plug connected to the correct jack?
- Are the settings correct so as not to get feedback?
- Test the levels: insert tape, hit record/play and then pause; are the levels ok?

Interview

- Spend at least fifteen minutes preparing for the interview. Who is this person? What questions will you ask or might you ask? What do you know about person based on your phone call?
- Travel to Jefferson Library branch. Arrive at least five minutes prior to the interview so that you are ready to start promptly ON TIME. Travel time from CSU is approximately 15 minutes.
- Meet person, introduce yourself, make small talk; be polite.
- Set up tape recorder, turn microphone on (if appropriate), and insert tape.
- Introduce the project: the Tremont Oral History Project is a collaboration between the Department of History at Cleveland State University and the Tremont Community, through Tremont West Development. Your interview will become part of the project

archive and a transcription will be posted on a course-related internet set—academic.csuohio.edu/tah/tremont/—for use by students.

- Ask the person to sign the consent form. We are asking consent of the interviewed so that the interview might be recorded, placed in the project archive at CSU, used in community-based history projects or by future researchers, and as an acknowledgment of their willingness to support the project.
- As you begin, check recording levels so that the quality of the recording will be of highest possible quality;
- Begin Interview, with prepared lead questions.
- As you begin, check recording levels so that the quality of the recording will be of highest possible quality; remember to get microphone relatively near to the subject's face!

After the interview

- Punch out buttons on top of the tape so that nobody will record over the tape.
- Place labels—formatted correctly—onto the tape and label the tape case.
- Labeling Procedures: All interviews will be labeled with the last name of the subject as well as the date of the interview and the number of tape sides—i.e. a, b, c (for a third half hour tape side on that date.) For example, an interview done with Mark Tebeau on March 3, 2003 that went for 75 minutes on three sides of two tapes (with the fourth side being blank) would be labeled: Tebeau03032003A, Tebeau03032003B, Tebeau03032003C.
- Make notes about the interview that seem pertinent. Would it be wise to return and interview this person for another hour? If you were making a video documentary, might this subject show up dynamically on camera? What was the setting like? What other questions might you ask this interviewee or another person? What lessons—not matter how banal—did you learn from this interview. Include these notes with your transcription, in a separate document that is typed for your instructor (your observations/notes will not be added to the internet record.)
- Return the tape recorder.
- Transcribe the interview.

Transcriptions

- All transcriptions must be in 12 point Times New Roman Font with 1 inch margins. They should be single spaced. With gaps between the statements of the interviewer and interview subject. See the attached example.
- All transcriptions should be completed and handed in to your instructor in a timely fashion—no more than one week (or the number of days specified by your instructor) after the interview.
- Transcriptions should be spell-checked with a list of word misspellings and/or queries, including names and dates.
- Transcriptions should have the following header: Tape Identification Number; Tremont Oral History Project.
- Transcriptions should contain a listing of various topics covered with an introduction that lists the name of the person interviewed, the person doing the interview, the date and time of the interview, as well as the place of the interview.